

Town of Vienna, Virginia

Year 5 VSMP MS4 Annual Report **Permit No. VAR040066**

For compliance with 4VAC50-60-1200 et. seq. “General Virginia Stormwater Management Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems.”



Town of Vienna
Department of Public Works
127 Center Street, South
Vienna, Virginia 22180

Final - September 30, 2013

VSMP General Permit for Small Municipal Storm Sewer Systems

Permit No. VAR040066

Year 5 Annual Report
July 1, 2012 – June 30, 2013

Town of Vienna, Virginia



Submitted by:

Town of Vienna
Department of Public Works
127 Center Street, South
Vienna, Virginia 22180

CERTIFICATION

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Name

Title

Date

VSMP General Permit for Small Municipal Storm Sewer Systems

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Town of Vienna, Virginia

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1 Introduction

This Permit Year 5 (PY5) annual report has been prepared by the Town of Vienna Department of Public Works in accordance with the requirements of the Town's Virginia Stormwater Management Program (VSMP) General Permit for Discharges of Storm Water from Municipal Separate Storm Sewer Systems (MS4). This document represents the final annual report under the recently expired five-year permit. The Town was re-issued a new five-year permit (VAR040066) effective July 1, 2013.

The Town's most recent MS4 Program Plan was submitted to the Virginia Department of Conservation and Recreation (DCR) on April 9, 2012. The plan will be updated in accordance with the requirements and schedule contained in the new permit. It is noted that the Virginia Department of Environmental Quality (DEQ) has now been assigned as the state MS4 permit oversight agency. The plan implements six minimum control measures (MCMs) aimed at reducing the discharge of pollutants to the "maximum extent practicable." MCMs include the following:

Six Minimum Control Measures	
1. Public Education and Outreach on Stormwater Impacts	4. Construction Site Stormwater Runoff Control
2. Public Involvement/Participation	5. Post-Construction Stormwater Management
3. Illegal Discharge Detection and Elimination	6. Pollution Prevention/Good Housekeeping for Municipal Operations

The General Permit requires that the Town submit annual reports covering the reporting period of the preceding July 1st through June 30th. This PY5 annual report covers the period of July 1, 2012 through June 30, 2013. Part II E 3 of the General Permit outlines the requirements for the annual report:

- a. Background information, including: (1) the name and permit number of the program submitting the annual report; (2) the annual report permit year; (3) modifications to any operator's department's roles and responsibilities; (4) number of new MS4 outfalls and associated acreage by HUC added during the permit year; and, (5) signed certification in accordance with 4VAC50-60-370.
- b. The status of compliance with permit conditions, an assessment of the appropriateness of the identified best management practices, including an assessment of the appropriateness of the identified BMPs in addressing discharges into waters that are identified as impaired in the 2006 305(b)/303(d) Water Quality Assessment Integrated Report, and progress towards achieving the identified measurable goals for each of the minimum control measures.
- c. Results of information collected and analyzed, including monitoring data, if any, during the reporting period.

- d. A summary of the stormwater activities the operator plans to undertake during the next reporting cycle.
- e. Changes in any identified best management practices or measurable goals for any of the minimum control measures, including steps to be taken to address any deficiencies.
- f. Notice that the operator is relying on another government entity to satisfy some or the permit obligations, if applicable.
- g. The approval status of any qualifying local programs pursuant to Section II C of the General Permit, if appropriate, or progress towards achieving full approval of these programs.
- h. Information required pursuant to Section I B 9 of the General Permit regarding special conditions associated with a total maximum daily load (TMDL) approved by the State Water Control Board, if applicable.
- i. The number of illicit discharges identified and the narrative on how they were controlled or eliminated pursuant to Section II B 3 f of the General Permit.
- j. Regulated land-disturbing activities data tracked under Section II 4 c of the General Permit.
- k. All known permanent stormwater management facility data tracked under Section II B 5 b (6) of the General Permit submitted in a database format to be prescribed by the department.
- l. A list of any new or terminated signed agreements between the operator and any applicable third parties where the operator has entered into an agreement in order to implement minimum control measures or portions of minimum control measures.
- m. Copies of any written comments received.

2 Background Information

This section provides background information on the Town's permit, roles and responsibilities, and regulated outfalls as required in Part II.E.3.a of the General Permit.

Name of Operator:		Permit Year:		Permit Number:	
Town of Vienna		Permit Year 5		VAR040066	
Modifications to Roles and Responsibilities: None.					
New MS4 Outfalls:	Difficult Run (PL22) (Piney Branch and Wolftrap Creek)		Accotink Creek (PL30) (Hunters Branch and Bear Branch)		
	Outfalls	Drainage	Outfalls	Drainage	
	None	None	None	None	

3 Status of Compliance with Permit Year 5 Conditions

The following provides the status of Permit Year 5 (PY5) conditions for each of the six minimum control measures (MCMs). This includes all ongoing BMPs that were implemented from PY1 through PY4. Onetime BMPs implemented prior to PY5 are not included, and may be found in annual reports previously submitted to DCR. Each section begins with a summary table describing the task, the implementation year, the measurable goal as described in the Town's MS4 Program Plan, and task status. Following the summary table is a more detailed discussion of the implementation status of each task. Support materials are located in the appendices.

3.1 Public Education and Outreach (MCM #1)

The following table is a summary of activities for Minimum Control Measure #1 and their completion status. Additional detail is provided after the table and in Appendix A.

BMP	Year(s)	Measurable Goal	Status
1A – General Public Education and Outreach			
Distribute giveaways with water quality messages at events.	All	Document efforts to engage and educate citizens including estimating the amount of materials distributed and the number of individuals reached.	Complete
Include at least two stormwater articles in the Town's monthly newsletter.	All	Provide sample stormwater articles.	Complete
Include a stormwater message in the Town calendar.	All	Document stormwater message in the Town calendar.	Complete
Participate in NVRC's Clean Water Partners program.	All	Summarize activities of the Clean Water Partners program and the results of any assessments of the program's effectiveness.	Complete
1B – Storm Drain Inlet Marker			
Promote the storm drain marker program.	All	Document distribution of information and report the number of markers installed.	Complete
Adopt requirement that all new development and redevelopment will mark adjacent storm drain inlets with markers.	PY5	Document new storm drain marker requirement.	Being Coordinated with Update of Town Code Chapter 23 to Meet VSMP Requirements

1C – Stormwater Web Site			
Host stormwater web page.	All	Provide a snapshot of the web page and a summary of any changes.	Complete
1D – Youth Outreach Strategies			
Host DPW Day with a focus on education for children.	All	Provide an overview of DPW Day and an estimate of the number of children reached.	Complete
Participate in Town of Vienna Day school activities.	All	Provide an overview of Town of Vienna Day and an estimate of the number of children reached.	Complete
1E – Targeted Business Strategies			
Send letter and information to businesses in targeted categories.	PY5	Provide the sample letter sent to businesses.	Complete
1F – Education Concerning PCBs			
Identify high risk businesses and industries for PCBs and distribute education brochure if necessary.	PY5	Provide the list of high risk businesses and industries (if any) and a copy of PCB education brochure (if needed based on the list).	Complete

BMP 1A – General Public Education and Outreach

The Town implemented the following BMPs during PY5 in accordance with the MS4 Program Plan:

- The Town continued to distribute giveaways such as magnets, rulers, and key chains with water quality messages at the Town Hall and during community events, including the Town's DPW Day on May 23, 2013.
- The Town included several stormwater quality related articles in the Town's monthly newsletter. These included August 2012 "Save Your Neighbor's Lawn; Be Mindful Where Fido Takes His Potty Break," October 2012 and May 2013 "Only Rain Down the Storm Drain," and December 2012 "Trees Improve Our Lives." In addition, the newsletter was used to promote motor oil, antifreeze, and battery recycling events, Town Clean-Up Day, the annual Vienna Green Expo, and the Public Works Day Open House.
- The Town included stormwater quality-related messages in the Town of Vienna's calendar that is distributed to all residents. This included promoting recycling opportunities for motor oil and antifreeze, advertizing the Vienna Green Expo, and a message about the importance that nothing except rainwater should enter the storm drain system.

- The Community Enhancement Commission sponsored a Town Clean-Up Day on November 3, 2012 and the 5th annual Vienna Green Expo on April 18, 2013. 200 volunteer hours were logged for Town Clean-Up Day while approximately 750 people participated in the Vienna Green Expo. The Town also continued to promote the Potomac Watershed Clean-up Day, which occurred this year on April 6, 2013. This is a regional event that works to clean up waterways in the Potomac River watershed.
- The Town continued to participate in the Northern Virginia Regional Commission's Clean Water Partners program. For PY5, the program continued its focus on proper pet waste disposal, lawn care practices, and home auto care. The website, Only Rain, can be found at www.onlyrain.org.

Measure of Effectiveness: Event flyers, Town newsletter articles, the Town calendar, and other information are found in Appendix A. The Town calendar and newsletter was received by all Town residents. Approximately 2,150 giveaways were distributed to Town residents during PY5. A breakdown of giveaways and events is provided in Appendix A. Also included in Appendix A is a report from the Clean Water Partners with information on the effectiveness of the regional program. Specifically, the program conducted an online survey of 500 Northern Virginia residents to: determine the effectiveness of on-line banner ads and cable TV ads run from April 2013 through August 2013; to reveal any changes in behavior; and, to aid in directing the future efforts of the campaign. Approximately 20% of the respondents indicated that they had been exposed to the TV or on-line messaging. The effectiveness of the messaging in changing behavior depended on the pollutant in question with 3% saying they changed behavior with regard to dog waste, 4% saying they are more careful with motor oil, and 13% saying they changed behavior with regard to fertilizers. It is important to note that previous years have seen similar changes in behavior, meaning the impact is cumulative over time. For example, 80% of respondents indicated that they already pick up after their pet.

BMP 1B – Storm Drain Inlet Marking

The Town continued to promote the storm drain marking program to volunteer organizations. Markers use a standard design stating “Do Not Dump – Drains to Chesapeake Bay.” During PY5, a local Boy Scout Troop installed storm drain markers on all storm drain inlets within the Town of Vienna as part of an Eagle Scout project. The MS4 program plan also includes a BMP for the Town to adopt a requirement for new development and redevelopment to install storm drain markers. Since the Town is actively updating its stormwater management requirements (Chapter 23, Town Code) to meet the new Virginia Stormwater Management Regulations, this BMP will be incorporated and adopted as part of that effort.

Measure of Effectiveness: A map showing the location of storm drain markers installed during PY5 is included in Appendix A. The draft ordinance language regarding installing labels during development will be submitted for DEQ review on December 15, 2013 as part of their overall VSMP compliance review process, with final language submitted in the next annual report.

BMP 1C – Stormwater Web Site

The Town continued to host a stormwater and streams web page with information on pollution prevention and the importance of local water resources. The page also includes a link to the Fairfax County and Clean Water Partners websites as well as other useful sites.

Measure of Effectiveness: A snapshot of the Town’s stormwater web page is provided in Appendix A.

BMP 1D – Youth Outreach Strategies

The Town implemented the following BMPs during PY5 in accordance with the MS4 Program Plan:

- The Town hosted its annual Department of Public Works Day on May 23, 2013. The event included water quality give-aways and games for children with a focus on the environment.
- The Town continued to hold a Town of Vienna Day in cooperation with Fairfax County Public Schools. Representatives from DPW spoke to six graders about the importance of the Town’s environment, including protecting its water resources.

Measure of Effectiveness: Approximately 370 children attended DPW Day (an increase from PY4) along with their parents. Over 200 rulers, 400 key rings, 150 magnets, and 200 environmentally themed coloring books were distributed. Children were invited to see the Town’s street sweeper and to participate in a game called “Trash or Recycling.” Staff from DPW reached approximately 45 sixth grade students as part of Town of Vienna Day.

BMP 1E – Targeted Business Strategies

In PY2, the Town distributed a general environmental education message to each business in the Town (see PY2 annual report). During PY4, the Town identified specific business categories for additional education and outreach based on an assessment by Town staff of the potential for these categories to contribute to water quality problems. Based on the Town’s analysis, the following categories were identified:

- Automotive Supplies and Services Businesses – These businesses handle and work with pollutants that might experience spills or be stored on properties.
- Food Service Establishments – The Town’s regular sanitary sewer cleaning program indicated a high level of grease build up in the sewer along Maple Avenue. There are many older establishments that might not have grease traps, or might not be properly maintained.

During PY5, the Town created outreach materials aimed at these business categories, including a notice to food service establishments about the Town’s FOG (Fats, Oil, and Grease) program and a brochure on pollution prevention best management practices for vehicle and equipment repair operations. Both efforts included identification of the issues involved, best management practices, and the legal ramifications of dumping or illicit discharge. The materials were sent to 18 automotive establishments and 77 restaurants by mail.

Measure of Effectiveness: The FOG program notice and vehicle repair brochure are included in Appendix A.

BMP 1F – Education Concerning PCBs

This BMP includes efforts to educate targeted businesses and industries on BMPs to reduce PCBs. In accordance with the MS4 Program Plan, the Town conducted a search of any businesses or industries with an SIC code that is identified as having a high potential risk for PCBs. These include the following SICs: 26&27 (Paper and Allied Products); 30 (Rubber and Misc. Plastics); 33 (Primary Metal Industries); 34 (Fabricated Metal Products); 37 (Transportation Equipment); 49 (Electrical, Gas, and Sanitary Services); 5093 (Scrap Metal Recycling); and, 1221&1222 (Bituminous Coal). The search resulted in no businesses or industries within the Town limits identified as being high risk.

Measure of Effectiveness: The Town conducted a review of all businesses and industries within the Town against the SIC codes listed above. No businesses or industries were identified as high risk for PCBs. As a result, no additional education and outreach activities are required.

3.2 Public Involvement and Participation (MCM #2)

The following table is a summary of activities for Minimum Control Measure #2 and their completion status. Additional detail is provided after the table and in Appendix B.

BMP	Year(s)	Measurable Goal	Status
2A – Public Notice and Participation			
Meet all public notice requirements.	All	Provide minutes of any official actions taken by the Town.	Complete
Post annual reports on web site.	PY4-On	Provide snapshot of web site showing posted report.	Complete
Provide briefing to Town Council or the Planning Commission	PY4-On	Provide copy of presentation materials.	Complete
2B – Promotion of Volunteer Initiatives			
Communicate policy on volunteer opportunities to watershed organizations.	PY5	Provide documentation of	Complete

		communication.	
2C – Reporting Environmental Concerns			
Maintain Environmental Concern Log.	All	Document follow up to concerns in accordance with BMP 3D.	Complete

BMP 2A – Public Notice and Participation

The Town’s MS4 Program Plan was updated in PY4. No public comments have been made on the Town’s Program Plan or other program components since that date. In accordance with the MS4 Program Plan, the PY4 annual report is posted on the Town’s web site. A presentation on stormwater management issues, including the new Virginia Stormwater Management Regulations and the new MS4 permit requirements, was given to the Town Council on March 18, 2013.

Measure of Effectiveness: No public comments have been made on the changes to the Town’s MS4 Program Plan. The plan is available to the public at Town Hall and on the Town’s stormwater web page. Appendix B contains a snapshot of the website showing the link to the PY4 annual report as well as a copy of the presentation given to Town Council.

BMP 2B – Promotion of Volunteer Initiatives

The Town is fortunate to have several volunteer organizations that provide opportunities for groups and individuals to become directly involved in water quality efforts. To support these voluntary efforts, the Town has adopted Chapter 27 of the Town Code to establish a Community Enhancement Commission to “develop, promote, and coordinate voluntary efforts to improve the appearance of the commercial, industrial, public and residential areas of the Town and educate citizens about environmental initiatives to benefit and enhance the Town.”

The Community Enhancement Commission sponsored two events with stormwater-related components during PY5 – the Town Clean-Up Day on November 3, 2012 and the 5th annual Vienna Green Expo on April 18, 2013. These events were used to communicate the Town’s policy for promoting events by volunteer organizations. The Town also has a statement on its website encouraging those seeking volunteer opportunities to contact the Department of Public Works. The website specifically notes volunteer opportunities to install storm drain markers and the Town’s participation in Potomac Watershed Clean-up Day.

Measure of Effectiveness: Appendix B contains a flyer advertizing the Vienna Green Expo, a snapshot of the website containing information on volunteer opportunities, and a press release for Town Clean-Up Day. Chapter 27 of the Town Code was provided in the PY4 annual report.

BMP 2C – Reporting Environmental Concerns

The Town continued to receive, log, and track reports of suspected stormwater pollution or illicit discharges through the Environmental Concerns Hotline (703-255-6382). Problems are also reportable through the Town’s website, which was updated in PY4 to include a specific button for reporting suspected illicit discharges and dumping.

Measure of Effectiveness: Erosion and sediment control complaints are responded to immediately by the Town’s E&SC inspector and appropriate follow up action is taken. No other types of stormwater-related incidents or complaints were reported through the call log or the website. A snapshot of the enhance “Report a Concern” function is included in Appendix B.

3.3 Illicit Discharge Detection and Elimination (MCM #3)

The following table is a summary of activities for Minimum Control Measure #3 and their completion status. Additional detail is provided after the table and in Appendix C.

BMP	Year(s)	Measurable Goal	Status
3A – Storm Sewer Infrastructure Map			
Convert existing storm system maps to GIS with all required attributes.	PY5	Provide an updated storm sewer system map.	To Be Completed in Coordination with New Permit Requirements
3B – Household Hazardous Waste (HHW) Program			
Promote Fairfax County HHW program on the Town’s website.	All	Provide screen shot of Town’s web site with HHW information.	Complete
Provide notice in the Town’s newsletter on availability of the County’s HHW program.	All	Document HHW notice in the Town’s newsletter.	Complete
3C – Prohibition on Illicit Discharges			
Review adequacy of existing enforcement authority for illicit discharges and dumping.	PY5	Summarize the review by the Town Attorney.	Complete

3D – Track and Report Illicit Discharges			
Continue to track and control illicit discharges.	All	Provide the number of discharges and a narrative of how each was controlled or eliminated.	Complete
3E – Outfall Reconnaissance			
Conduct outfall reconnaissance as required by permit.	PY4-On	Provide record of inspections and follow-up activities.	Complete
3F – High Risk Facility Evaluation for PCBs			
Conduct a site review and characterization for all “high risk” facilities for PCBs.	PY5	Provide site review and characterization study.	Not Required – No “High Risk” Facilities Identified in PY4
Develop and implement schedules for minimizing discharges from “high risk” facilities.	PY5	Provide implementation schedules.	Not Required – No “High Risk” Facilities Identified in PY4
3G – Estimate of WLA Discharge for PCBs			
Estimate discharges of PCBs.	PY3-On	Provide estimate of discharges of PCBs.	Complete

BMP 3A – Storm Sewer Infrastructure Map

The Town’s MS4 Program Plan contains a goal of converting existing mylar maps to GIS for better data management and access by the end of PY5. However, given the new outfall and system mapping requirements found in Section II B 3 a (3) of the Town’s new MS4 permit, the Town determined that it would be more effective to perform all updates at once so that they could be done in accordance with the new permit requirements. The new permit requires the update to be completed within 48 months of permit coverage.

Measure of Effectiveness: The Town will provide a storm system map that meets all new permit requirements within 48 months of coverage (next PY4 annual report).

BMP 3B – Household Hazardous Waste (HHW) Program

The Town continued to promote the availability of the Town and Fairfax County HHW programs on the website and in the Town’s newsletter. In addition, quarterly citizen waste oil and antifreeze collection events are held to encourage proper disposal of these materials.

Measure of Effectiveness: A screen shot of the Town's HHW web page and a sample of newsletter advertizing promoting the Town's waste oil and antifreeze collection events are found in Appendix C. During 2012, the Town collected 1,175 gallons of waste oil and a quarter barrel of uncrushed oil filters. No antifreeze was collected during the year.

BMP 3C – Prohibition on Illicit Discharges

In accordance with the MS4 Program Plan, Town staff and the Town Attorney reviewed the existing authority in the Town Code regarding enforcement against illicit discharges to determine whether any changes are required. This review was conducted in accordance with the proposed update of the Town Code to meet the requirements of the Virginia Stormwater Management Regulations. At this time, the Town believes that appropriate authority is already contained in the Town Code and that no changes are required.

Measure of Effectiveness: Existing authority in Section 16.2.2 of the Town Code is found in Appendix C. This language was reviewed by the Town Attorney and found sufficient for enforcement purposes.

BMP 3D – Track and Report Illicit Discharges

The Town continued to track illicit discharges from citizen complaints (BMP 2C). Starting in PY4, the Town also began to gather information in accordance with the Town's outfall reconnaissance program (BMP 3E).

Measure of Effectiveness: Other than erosion and sediment control complaints, no illicit discharges were reported by citizens in PY5.

BMP 3E – Outfall Reconnaissance

The Town began its outfall reconnaissance program in accordance with this BMP in PY4. The table below provides the number of outfalls planned for inspection and the number of outfalls actually inspected.

Measure of Effectiveness: Detailed outfall reconnaissance results are provided in Appendix C. Any potential discharges are included in Section 11 along with a narrative about how each was controlled or eliminated, as applicable.

Permit Year	PL30- Accotink Creek Outfalls		PL22 – Difficult Run Outfalls	
	Planned	Performed	Planned	Performed
PY1	0	0	0	0
PY2	0	0	0	0
PY3	0	0	0	0
PY4	11	11	5	5
PY5	10	10	5	5
Total	21	21	10	10

BMP 3F – High Risk Facility Evaluation for PCBs

During PY4, the Town conducted an evaluation of publicly-owned properties within the Accotink Creek watershed to determine if any were potential sources of PCBs. Based on the results of the evaluation, the MS4 Program Plan provides that the Town must conduct site reviews and characterizations, determine whether any facilities are sources of PCBs, and develop a schedule to minimize discharges from those facilities during PY5. The assessment did not identify any potential sources of PCBs. As a result, no further action is required.

Measure of Effectiveness: The Town’s analysis can be found in the PY4 annual report.

BMP 3G – Estimate of WLA Discharge for PCBs

The Town estimated volume of stormwater discharged and the quantity of PCBs discharged based on the most recent land use information and/or BMPs.

Measure of Effectiveness: Information on the volume of stormwater discharged and the quantity of PCBs discharged is provided in Section 10.

3.4 Construction Site Stormwater Runoff Control (MCM #4)

The following table is a summary of activities for Minimum Control Measure #4 and their completion status. Additional detail is provided after the table and in Appendix D.

BMP	Year(s)	Measurable Goal	Status
4A – Maintain DCR Erosion and Sediment Control Program Consistency			
Maintain E&SC program consistency.	All	Report on any changes in consistency status and actions taken to address deficiencies.	Complete
4B – VSMP Permits for Construction Activities			
No new actions required for PY5.	NA	NA	NA
4C – Land Disturbing Activities Tracking System			
Submit required information on land disturbing activities.	All	Summarize total land disturbing projects and total disturbed acres.	Complete

BMP 4A – Maintain DCR Erosion and Sediment Control Program Consistency

The Town continued to implement an Erosion and Sediment Control Program consistent with State regulations.

Measure of Effectiveness: There were no changes in the Town’s consistency status.

BMP 4B – VSMP Permit for Construction Activities

The Town took steps in PY4 to ensure that all construction site owners and operators secure a separate VSMP stormwater permit for construction activities and that the resulting SWPPP is implemented during those activities.

Measure of Effectiveness: Documents and checklists can be found in the PY4 annual report.

BMP 4C – Land Disturbing Activities Tracking System

The Town continued to track all land disturbing activities in accordance with permit requirements.

Measure of Effectiveness: Information on land disturbing activities is filed with DCR on a monthly basis and is summarized in Section 12.

3.5 Post Construction Stormwater Management (MCM #5)

The following table is a summary of activities for Minimum Control Measure #5 and their completion status. Additional detail is provided after the table and in Appendix E.

BMP	Year(s)	Measurable Goal	Status
5A – Implement Post Construction Stormwater Management Requirements			
Implement post construction water quality requirements.	All	Report on any changes in consistency status and actions taken to address deficiencies.	Complete
5B – Structural and Nonstructural Best Management Practices			
Assess adequacy of Fairfax County PFM.	PY5	Provide a summary of the Town’s assessment and plans for addressing issues, if any.	Complete
5C – BMP Data Tracking System			
Add new stormwater facilities to the Town’s tracking database.	All	Provide spreadsheet of all BMPs entered into database with required information.	Complete
5D – BMP Facility Maintenance, Inspection, and Enforcement			
Require all new facilities to enter into a BMP maintenance agreement.	All	Provide an example of a properly executed maintenance agreement.	Complete
Inspect all BMP facilities annually.	All	Document number of BMPs inspected and follow-up enforcement actions as necessary.	Complete

BMP 5A – Implement Post Construction Stormwater Management Requirements

The Town continued to implement a program and procedures to address stormwater quality in accordance with Chesapeake Bay Preservation Area Designation and Management Regulations (Chapter 18, Article 21.1 of the Town Code – Chesapeake Bay Preservation Area). The Town is in the process of updating its stormwater management ordinance to comply with the requirements of the new Virginia Stormwater Management Regulations. A preliminary draft was provided to the state for review in March 2013. Vienna was subsequently granted a one year extension for compliance with the regulations.

Measure of Effectiveness: The Town's program was found fully compliant by the Chesapeake Bay Local Assistance Board on December 12, 2011. The agenda from the CBLAB meeting is found in the PY4 annual report.

BMP 5B – Structural and Nonstructural Best Management Practices

The MS4 Program Plan provides that the Town will assess the Fairfax County PFM to determine whether it continues to meet the needs of the Town. Due to the new Virginia Stormwater Management Regulations, Fairfax County is undergoing a major revision to its Stormwater Management Ordinance and the PFM. Town staff has participated in stakeholder meetings during the review and revision process. Based on the revisions currently proposed to go before the Fairfax County Board of Supervisors, the Town believes that the new PFM will be adequate to serve the needs of the Town.

Measure of Effectiveness: The Fairfax County ordinance and PFM review process can be found at <http://www.fairfaxcounty.gov/dpwes/stormwaterordinance.htm>.

BMP 5C – BMP Data Tracking System

The Town continued to update the existing BMP tracking spreadsheet as new facilities came online.

Measure of Effectiveness: Four new infiltration trench stormwater quality BMPs were implemented in the Town during PY5. Details are provided in Section 13.

BMP 5D – BMP Facility Maintenance, Inspection, and Enforcement

The Town implemented the following BMPs during PY5 in accordance with the MS4 Program Plan:

- The Town continued to require all new BMP facilities to enter into a maintenance agreement with the Town. The requirement is contained in the deed that runs with the land.
- The Town inspected each BMP facility during PY5 and took follow-up and/or enforcement action as necessary.

Measure of Effectiveness: Four new BMPs were installed in PY5. An example of a properly executed maintenance agreement and a spreadsheet documenting BMP facility inspection results are found in Appendix E.

3.6 Pollution Prevention and Good Housekeeping (MCM #6)

The following table is a summary of activities for Minimum Control Measure #6 and their completion status. Additional detail is provided after the table and in Appendix F.

BMP	Year(s)	Measurable Goal	Status
6A – Employee Training			
Provide annual training to DPW and P&R employees.	PY4-On	Provide a copy of the training presentation and employee sign-in sheet.	Complete
Provide pollution prevention training to all new employees.	PY5	Provide a copy of the new employee brochure.	Complete
6B – Pollution Prevention Protocols and Inspections			
Maintain certifications for pesticide and herbicide applicators.	All	Provide a table of certifications held by Town employees.	Complete
Inspect Town facilities with checklist and follow up as needed.	PY5	Provide a copy of the completed inspection checklists.	Complete
6C – Street Sweeping			
Continue street sweeping program.	All	Summarize activities and estimate the amount of material collected.	Complete

BMP 6A –Employee Training

The Town provided comprehensive pollution prevention training for all DPW and P&R employees on September 26, 2012 (PY5). The materials focused on good housekeeping practices and how to identify and report potential sources of pollution. Training will be provided annually.

The Town also developed a brochure for new employees to be trained on the Town’s stormwater management program and how to identify and report illicit discharges. This training is now provided to all new employees.

Measure of Effectiveness: The DPW and P&R training presentation materials and employee sign-in sheet are presented in Appendix F along with the new employee pollution prevention training brochure.

BMP 6B –Pollution Prevention Protocols and Inspections

The Town maintained certifications, as required by state law or regulations, for all employees handling and applying pesticides and herbicides.

During PY4 the Town developed a checklist of pollution prevention and good housekeeping practices to be used to assess Town facilities that have the potential for significant materials exposure. During PY5 this checklist was applied to the area around the Nutley Street water tower and the Town Maintenance Yard.

Measure of Effectiveness: The following table presents certifications held by Town employees applying pesticides and herbicides. Appendix F provides the completed checklists for the two facilities inspected by Town staff. Each contains recommendations for improvements.

Name	Certification Number	Expiration Date
Rebecca M. Greenberg	#107614-G	6-30-2014
Gary S. Lawrence	#76648-G	6-30-2014
Samuel J. Lilly	#118768-T	6-30-2015

BMP 6C – Street Sweeping

The Town continued to conduct Town-wide street sweeping operations and to sweep after major outdoor special events.

Measure of Effectiveness: Street sweeping for PY5 started in March 2013 and ended in May 2013. 46 truckloads of material were collected, preventing approximately 253 tons of debris from entering the storm drain system.

4 Evaluation and Assessment of BMPs

In accordance with Part II.E.3.b of the General Permit, the Town has reviewed and assessed the BMPs established to meet the requirements of the Town's permit and have found them to be appropriate and effective.

5 Results of Information Collected and Analyzed

No information, including monitoring data, was required to be collected or analyzed under the Town's permit.

6 Summary of PY1 Planned Activities for Next Permit Cycle

Part II E 3 of the General Permit requires a summary of the stormwater activities the Town plans to undertake during the next reporting cycle. Since the current MS4 Program Plan based on the now expired permit is fully implemented, the following table summarizes by minimum control measure the planned activities to meet PY1 requirements of the Town's new MS4 permit effective July 1, 2013.

BMP/Task	Year	Planned Activity
Minimum Control Measure #1 – Public Education and Outreach		
Permit Section II B 1	1	Develop Public Education and Outreach Plan
Minimum Control Measure #3 – Illicit Discharge Detection and Elimination		
Permit Section II B 3	1	Update Illicit Discharge Procedures
Minimum Control Measure #5 – Post Construction Stormwater Management		
Permit Section II B 5 c (1) (d)	1	Develop and Adopt Individual Residential Lot Special Criteria
Permit Section II B 5	1	Develop and Adopt Operator-Owned Stormwater Management Inspection Procedures
Minimum Control Measure #6 – Pollution Prevention and Good Housekeeping		
Permit Section II B 6 b	1	Identify Locations Requiring SWPPPs
Permit Section II B 6 c (1) (a)	1	Identify Locations Requiring Nutrient Management Plans (NMPs)
Permit Section II B 6	1	Develop and Adopt Training Program and Schedule

7 Changes in Identified BMPs or Measurable Goals

BMP 1B – This BMP provides that the Town will adopt a requirement for new development and redevelopment to install storm drain markers. Since the Town is actively updating its stormwater management requirements (Chapter 23, Town Code) to meet the new Virginia Stormwater Management Regulations, this BMP will be incorporated and adopted as part of that effort. The final language adopted by the Town per the VSMP requirements will be provided to DEQ with the next annual report.

BMP 3A – Given the new outfall and system mapping requirements found in Section II B 3 a (3) of the Town's new MS4 permit, the Town determined that it would be more effective to perform all updates at once so that they could be done in accordance with the new permit requirements. The new permit requires the update to be completed within 48 months of permit coverage.

8 Reliance on Other Government Entities

The Town of Vienna continues to participate with other localities in the Northern Virginia Regional Commission's Clean Water Partners program to conduct regional education and outreach. This effort is discussed in Section 3.1A. The Town also relies on Fairfax County for stormwater management facility design specifications (Fairfax County Public Facilities Manual), emergency response for illicit discharges, and hazardous household waste disposal services.

9 Approval Status of Qualifying Local Programs

The Town of Vienna relies on implementation of the Virginia Erosion and Sediment Control Regulations to help satisfy Minimum Control Measure #4 and the Chesapeake Bay Preservation Area Designation and Management Regulations to help satisfy Minimum Control Measure #5. The Town's Erosion and Sediment Control Program has been found fully consistent by the Virginia Soil and Water Conservation Board. The Town's Chesapeake Bay preservation program was found fully consistent by the Chesapeake Bay Local Assistance Board on December 12, 2011.

10 Special Conditions Associated with PCB TMDL

The Town of Vienna has been allocated a waste load allocation (WLA) as a result of the Potomac River PCB TMDL. This allocation affects the Accotink Creek watershed portion of the Town (Hunters Branch and Bear Branch). As a result, the annual report must contain the following additional information:

- Copies of any updates to the MS4 Program Plan completed during the reporting cycle and any new information regarding the TMDL in order to evaluate its ability to assure the consistency of its discharge with the assumptions of the TMDL WLA.
- The estimate of the volume of stormwater discharged, in cubic feet, and the quantity of the pollutant identified in the WLA discharged, in a unit consistent with the WLA.

An updated MS4 Program Plan addressing the PCB TMDL was submitted to DCR on April 9, 2012.

An estimate of the volume of stormwater discharged, in cubic feet, and the quantity of PCBs discharged from the Accotink Creek watershed portion of the Town were submitted in the PY3 annual report. The land use assumptions used in that estimate have not changed between PY3 and PY5. As a result, the estimated discharges have not changed. The following table presents the estimate discharges.

Estimated Accotink Creek Stormwater and PCB Discharges	
Estimated Stormwater Discharge	Estimated PCB Discharge
23,304,600 CF	1.58 grams

11 Illicit Discharges

Illicit discharges are identified through routine Town operations and resident complaints, which are tracked through the Town's Environmental Concern Log, and through the Town's outfall reconnaissance monitoring program described in Section 6.

No potential illicit discharges other than routine enforcement of the Town's E&SC program were discovered by Town staff or reported by residents during PY5. One potential illicit discharge was identified in PY4 as a result of the outfall reconnaissance program. Further investigation revealed the issue to be algae as a result of standing water and not an illicit discharge. However, this outfall will continue to be monitored.

12 Land Disturbing Activities

The following table provides a summary of land-disturbing activities data tracked under Section II 4 c of the General Permit during PY5. This data is also provided to DCR on a monthly basis.

Number of Projects	Total Acres Disturbed
86	20.8

13 Information on Stormwater Management Facilities

Four new permanent stormwater management facilities were brought on-line in PY5. When facilities are brought on-line, the Town collects information as required in the General Permit on each facility, including BMP type, HUC, impaired water, and number of acres treated.

Location	BMP Type	HUC	Discharges To	Acres Treated
206 Glyndon Street SE	Infiltration Trench	PL22	Piney Branch	0.21
301 Locust Street SE	Infiltration Trench	PL22	Piney Branch	0.50
334 Lewis Street NW	Infiltration Trench	PL22	Piney Branch	0.15
336 Lewis Street	Infiltration Trench	PL22	Piney Branch	0.19

14 New or Terminated Signed Agreements

There are no new or terminated signed agreements between the Town of Vienna and any third parties for the purpose of implementing minimum control measures.

15 Written Public Comments

No written comments were received on the PY4 Annual Report or during the Town Council presentation on new MS4 stormwater requirements presented on March 18, 2013.

16 Comprehensive Program Evaluation

In addition to the annual evaluation of the effectiveness of BMPs, during PY5 the Town was required to conduct a comprehensive evaluation of the entire program utilizing the U.S. EPA's "Municipal Stormwater Program Evaluation Guidance." With the assistance of a consultant, the Town underwent a rigorous review that culminated with a June 13, 2013 staff presentation on process findings. A summary of the review and findings is located in Appendix G. The full program evaluation checklist (Appendix B of the U.S. EPA guidance) is located on file at the Town and can be provided to DEQ on request.

APPENDIX A

Public Education and Outreach (MCM #1)

Event Flyers

Town Newsletter Articles

Town Calendar

Environmental Message Give-Away Statistics

Clean Water Partners Program Summary

Map of Storm Drain Labels Installed in PY5

Stormwater Web Site Snapshot

Fats, Oil, and Grease (FOG) Program Notice

Vehicle Maintenance and Repair Pollution Prevention Brochure

Town of Vienna, Virginia
Year 5 VSMP MS4 Annual Report

APPENDIX B

Public Involvement and Participation (MCM #2)

Snapshot of Link to PY4 Annual Report

Stormwater Presentation to the Town Council (March 18, 2013)

Press Release for Vienna Green Expo

Snapshot of Web Page Containing Volunteer Opportunity Information

Press Release for Town Clean-Up Day

Snapshot of “Report a Concern” Webpage

Town of Vienna, Virginia
Year 5 VSMP MS4 Annual Report

APPENDIX C

Illicit Discharge Detection and Elimination (MCM #3)

HHW Web Page Screen Shot

Town Newsletter Promoting HHW Program

Town Code, Section 16.2.2 Prohibiting Illicit Discharges

Outfall Inspection Summary and Completed Outfall Inspection Checklists

Town of Vienna, Virginia
Year 5 VSMP MS4 Annual Report

APPENDIX D

Construction Site Stormwater Runoff Control (MCM #4)

No Additional Materials for PY5

Town of Vienna, Virginia
Year 5 VSMP MS4 Annual Report

APPENDIX E

Post Construction Stormwater Management (MCM #5)

Example Properly Executed Maintenance Agreement
PY5 BMP Facility Inspection Results and Follow-up Letters

Town of Vienna, Virginia
Year 5 VSMP MS4 Annual Report

APPENDIX F

Pollution Prevention and Good Housekeeping (MCM #6)

Pollution Prevention Training Materials and Sign-In Sheet

New Employee Pollution Prevention Training Brochure

Completed Pollution Prevention Checklists for Facilities with Significant Outdoor Activities

APPENDIX G

Comprehensive Program Evaluation

Comprehensive Program Evaluation Summary

